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OFFICE OF THE CITY AUDITOR
CITY AND COUNTY OF HONOLULU

1001 KAMOKILA BOULEVARD, SUITE 216, KAPOLEI, HAWAII 96707 / PHONE: (808) 768-3134 / FAX: (808) 768-3135

EDWIN S.W. YOUNG
CITY AUDITOR

August 22, 2013

The Honorable Ernest Y. Martin, Chair
and Members of the City Council
City and County of Honolulu
Honolulu, Hawaii 96813

Dear Chair Martin and Councilmembers:

SUBJECT: Acceptance of Gift

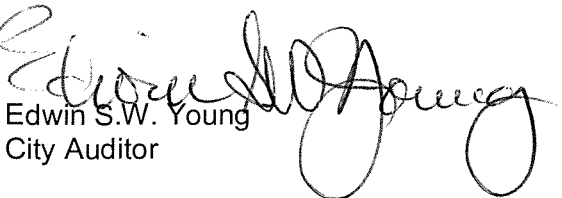
Local government audit agencies that follow Generally Accepted Government Auditing Standards (GAGAS), are required to undergo a peer review every three years. The Association of Local Government Auditors (ALGA) administers a peer review program which provides for a true peer-to-peer review program at minimal costs for its member organizations by coordinating the voluntary exchange of organizational staff to conduct peer reviews. Our office has undergone three successful peer reviews under the ALGA peer review program. In accordance with the terms and conditions of our most recently completed peer review in December 2012, our office is required to provide team members to conduct peer reviews of other organizations.

ALGA is coordinating a peer review of the City of San Jose, California which will include one member of our staff, Deputy City Auditor Van Lee, as leader of the peer review team. Under the terms of the ALGA peer review program, the audit organization being reviewed will pay the review team's travel-related expenses, including airfare, hotel, ground transportation, meals, and incidentals.

The City of San Jose – Office of the City Auditor, will donate funds up to \$3,000 to offset the travel-related costs for Van Lee to travel from Honolulu to San Jose (200 East Santa Clara Street, San Jose, California) from November 3, 2013 to November 9, 2013 to participate in that office's peer review. The signed Declaration of Gift form is attached.

I recommend that your Honorable Body accept this gift on behalf of the City and County of Honolulu. If you have any questions, please contact me at 768-3134.

Sincerely,


Edwin S.W. Young
City Auditor

Attachment

City and County of Honolulu

DECLARATION OF GIFT	
NAME OF DONOR	City of San Jose – Office of the City Auditor
DONOR'S ADDRESS	200 East Santa Clara Street San Jose, CA 95113
DONOR'S TELEPHONE	(408) 535-1238
STATEMENT OF OWNERSHIP AND/OR TERMS OF CONVEYANCE	
<p>Cost of lodging, ground transportation, meals, and other incidental expenses, valued at up to \$3,000, will be paid by the City of San Jose – Office of the City Auditor via reimbursement to the Association of Local Government Auditors.</p>	
DESCRIPTION OF GIFT	VALUE
<div style="display: flex; justify-content: space-between;"> Hotel (11/03/13 – 11/08/13) UP TO: </div> <div style="margin-top: 5px;"> Airfare Meals/Incidentals Ground Transportation </div>	<div style="font-size: 1.2em;">\$3,000</div>
Signature: <i>Wendy Tongom Simon</i>	Date: <i>8-21-13</i>
Print Name: <i>Wendy Tongom Simon</i>	Title: <i>ALGA Peer Review Coordinator</i>